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9 December 1975

MEMORANDUM FOR: Office of Personnel, Review Staff

SUBJECT : Application to Restore Annual Leave
Erroneously Charged to Home Leave -

25X1A2d2

REFERENCES : A. [REDACTED] 7 February 1975
B. [REDACTED] 13 January 1975
C. [REDACTED] 30 January 1975
D. [REDACTED] 8 January 1975

25X1A6c

It is requested that the 240 hours of annual leave erroneously charged to home leave during the period 16 January - 1 April 1972 per References (attached) be restored and established by the Office of Finance in a special leave account. [REDACTED] forfeited 240 hours of annual leave due to a delay by the Office of Finance in transferring her leave balances [REDACTED] therefore, it is requested that this leave be restored as soon as possible.

25X1A9a

25X1C4a

25X1A9a

25X1A9a

APPROVED: [REDACTED]

/PERS

Deputy Director of Personnel
for Plans and Control

12/16/75
Date

Cy sent
16 Dec 75
C & TD/OF

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